

**ARTICLE IX**  
**WAGES AND FRINGE BENEFITS**

**Section 1 Wages**

A. On the first day of the pay period that includes July 1, 2003, employees in bargaining units covered by the Agreement shall receive an across the board increase of two percent (2%) added to the base salary.

All employees eligible for negotiated within-range step increases shall receive automatic step increases in accordance with their eligibility date. The step increases shall be automatic. Employees on the AFSCME 013 Pay Plan and Regents min-max Pay Plan will receive an automatic four and one-half percent (4.5%) within paygrade increase on their eligibility date, not to exceed the maximum of their paygrade effective July 1, 2003.

B. On the first day of the pay period that includes January 1, 2005, employees in the bargaining units covered by this Agreement shall receive an across-the-board pay increase of two percent (2%) added to the base salary.

All employees eligible for negotiated within-range step increases shall receive an automatic four and one-half percent (4.5%) within grade increase in accordance with their eligibility date.

Effective with the pay period that includes January 1, 2005, the AFSCME 013 Pay Plan and the Regents min-max Pay Plan will be increased by two percent (2%). Employees at the top of their paygrade will receive an increase of two percent (2%). Their eligibility date shall be changed to the first date of the pay period that includes January 1, 2005.

C. All Regents employees eligible for negotiated within-range increases shall receive an automatic within grade increase of four and one-half percent (4.5%) in accordance with their eligibility date. In addition, employees who are promoted, demoted, reclassified, assigned special duties, or lead workers will have their pay set based upon the administrative rules of the Regent Merit System with the value of a step equal to four and one-half percent (4.5%).

D. All DOT employees in the bargaining unit who are currently receiving longevity payments shall continue to receive such payments in accordance with their current longevity step and rate. However, such longevity payment shall be frozen at the current longevity step for all DOT employees and no additional increases shall be granted to any employee except employees in the Clerical bargaining unit and those employees in the Fiscal and Staff bargaining unit who were designated "104U" or "004U" prior to January 1989. Employees not currently receiving longevity payments shall not be eligible for such payments.

E. All employees in classifications recommended for a pay grade increase shall receive a step-to-step increase in accordance with negotiated classification increases.

F. No person brought into an AFSCME bargaining unit by stipulation by the parties, action by PERB, or by operation of law shall suffer any loss of salary or salary potential as a result of inclusion in the AFSCME bargaining unit.

**Section 2 Deferred Compensation**

For employees who are eligible for Internal Revenue Code Sec. 457 deferred compensation, the Employer shall match employee contributions at the rate of \$1.00 for

each \$2.00 contributed by the employee, up to a maximum of \$25 per month. Effective January 1, 2005, the Employer shall match employee contributions at the rate of \$1.00 for each \$2.00 contributed by the employee, up to a maximum of \$50.00 per month.

### **Section 3 Selected IRS Pre-Tax Benefits**

A. The State will offer a premium conversion plan in which employees may elect, during a designated annual enrollment period, to pay their share of the health, dental and life insurance premiums with pre-tax rather than post-tax salary dollars.

B. The State will provide a program consistent with Internal Revenue Code, Section 129 regulations through which employees may elect to make a pre-tax reduction in wages which will be paid to an account from which allowable dependent care expenses will be reimbursed.

C. Effective January 1, 2000, the State will provide a program consistent with Internal Revenue Code Section 125 regulations through which employees may elect to make a pre-tax reduction in wages which will be paid to an account from which allowable medical expenses will be reimbursed.

D. If an employee share of the health insurance surplus fund becomes available, the Employer agrees that the Union will determine the utilization of the employee share of the surplus in outlying years, subject to the limitations set by the various federal agencies regarding the use of such funds. These funds will be allocated on a plan year basis.

### **Section 4 Health Benefits**

#### **A. Group Plans and Contributions**

The State agrees to continue to provide group health benefits to all eligible bargaining unit members. Employees will have health plan options of Plan 3 Plus, Iowa Select, a redesigned PPO with a \$50 emergency room co-payment, without consideration of any other deductible, as well as such, managed care organization plans as offered annually by the State. Program 3 Plus and Iowa Select will be modified to include a three-tier drug card program in which there is a separate \$250/\$500 drug card out-of-pocket maximum and a \$5/\$15/\$30 (generic/brand name formulary/brand name nonformulary respective) copayment. Effective 1-1-03, Program 3 Plus and Iowa Select will be modified to include a mail order prescription provision where two co-payments will be paid for a 90 day supply for maintenance drugs determined by the carrier. If a generic equivalent is appropriate and available and the member chooses a brand name drug, the member is responsible for the co-payment plus any difference between the maximum allowable fee for the generic drug and the maximum allowable fee for the brand name drug, even if the provider has specified that the brand name drug must be taken. The deductible carry over provision for both Plan 3 Plus and Iowa Select will be eliminated. On 1-1-04, a \$15 standard office visit co-pay will be introduced in both Program 3 Plus and Iowa Select. The co-pay will apply to all office visits and will not count towards out-of-pocket maximums. The State further agrees to contribute to the cost of health benefits in accordance with the following provisions:

#### **1. Single Plans:**

In each year of this Agreement the State shall contribute the full cost of single coverage.

#### **2. Family Plans:**

Effective 7-1- 2003, the State's contribution to all plans shall be eighty percent (80%) of Iowa Select. Employees may apply this dollar amount to the plan of their choice.

Effective January 1, 2004, the State's monthly contribution to all plans shall be eighty-two percent (82%) of Iowa Select. Employees may apply this dollar amount to the plan of their choice.

Effective January 1, 2005, the State's monthly contribution to all family plans shall be eighty-five percent (85%) of Iowa Select. Employees may apply this dollar amount to the plan of their choice.

Family plans will be available to Domestic Partners, provided they meet requirements set forth by the State and its carriers. The State will pay the State's contribution toward family premium. Any forms or affidavits will not be made part of this contract.

b. Either year of this Agreement:

Should the monthly premium for any family health plan option be reduced during this Agreement, the State and the employees will contribute the same percentages of total monthly premium paid in the prior year. The State's contribution for a MCO not previously offered will be the State's contribution to Iowa Select.

3. Double-Spouse:

When a husband and wife are employed by the State, at the option of the couple, one family plan may be elected. The State's contribution to double-spouse family coverage will be the full premium.

When a husband and wife are employed by the State and one spouse is a full-time employee and one spouse is a benefits-eligible part-time employee, at the option of the couple, one family plan may be elected. The State's contribution to the above stated double-spouse family coverage will not exceed the full family premium.

If both spouses are benefits-eligible part-time employees, the State's share of the premium for each employee will be one-half (1/2) of the State's share of the full-time double-spouse family premium.

When a husband and wife are employed by the State, and one spouse is a non-Regents employee and the other spouse is a non-merit Regents employee, at the option of the couple, one family plan may be selected. The family plan selected shall come from those plans administered by the Department of Personnel.

B. Cost Containment

Plan 3 Plus and Iowa Select, a redesigned PPO, will include a cost containment program requiring precertification of all non-emergency inpatient admissions, post-certification of emergency inpatient admissions, continued inpatient stay review, individual case management, and payment reductions for program non-compliance. Outpatient mental health and substance abuse care will require precertification or payment reductions will occur for program non-compliance. Additionally, there will be a \$25,000 lifetime maximum per couple for infertility benefits, use of a mental health network is required or benefit reduction will occur, and diabetic education is a covered benefit.

C. Second Opinions

Second opinions for elective surgery remain voluntary.

*(Enrollment Periods, Other Enrollment Changes, and Movement Among Plans, see Appendix C)*

## **Section 5 Dental Benefits**

A. The State agrees to provide dental benefits to all eligible bargaining unit members as set forth in Appendix D. The State shall contribute the full cost of single coverage for a full-time employee. The employee may elect to purchase family coverage in accordance with the provisions of Appendix C (Dental Benefits Plan section). If a full-time employee elects a family plan, the State shall contribute the cost equal to a single plan.

Effective January 1, 2005, if a full-time employee elects a family plan, the State shall contribute fifty percent (50%) of the family premium.

Family plans will be available to Domestic Partners, provided they meet requirements set forth by the State and its carriers. The State will pay the State's contribution toward family premium. Any forms or affidavits will not be made part of this contract.

B. When a husband and wife are employed full-time by the State, or one spouse is a full-time employee and one spouse is a benefits-eligible part-time employee, at the option of the couple, one family plan may be elected. The State's contribution to double-spouse family coverage will be equal to two (2) single contributions. If both spouses are benefits-eligible part-time employees, the State shall contribute the cost equal to a single plan.

C. When a husband and wife are employed by the State, and one spouse is a non-Regents employee and the other spouse is a non-merit Regents employee, at the option of the couple, one family plan may be selected. The family plan selected shall come from those plans administered by the Department of Personnel.

*(Enrollment periods and other enrollment changes, see Appendix C, Dental Benefits Plan section.)*

D. For Plan Year 2005, there will be a one-time, one-month dental open enrollment.

## **Section 6 Workers' Compensation Benefits**

A. Workers' compensation insurance has primary responsibility for workers' compensation injuries. The Employer shall ensure that medical expenses of injured workers are paid to the extent coverable under group medical benefits as set forth in this Article during the pendency of Industrial Commission appeal proceedings for workers' compensation benefits and the Employer, or its insurance carrier, if any, shall continue to possess all rights of subrogation as provided by law arising from the payment of such expenses.

B. Employees shall not be required to utilize sick leave, vacation, or earned compensatory time prior to applying for workers' compensation benefits. Upon request, employees may supplement workers' compensation benefits with accrued sick leave, vacation, or earned compensatory time; however, the total compensation received shall not exceed the employee's present salary.

## **Section 7 Life Insurance**

A. The Employer agrees that all bargaining unit employees shall be eligible to participate in the State employees' group life insurance program administered by IDOP.

B. Provisions of the group life insurance program are as follows:

1. Eligibility for group life insurance begins on the first day of the month following thirty (30) days of continuous full-time employment. Full-time employees are those

employees whose principal occupation is with the group policyholder and who are regularly scheduled to work at least thirty (30) hours per week.

2. Each full-time employee will be provided, at no cost to the employee, with an amount of group life insurance, plus an equal amount of group accidental death and dismemberment (AD&D) coverage, as indicated in the following schedule:

<b>Age</b>	<b>Basic</b>	<b>AD &amp; D</b>
Under 65	\$10,000	\$10,000
Age 65-69	6,600	6,600
Age 70-74	4,150	4,150
Age 75 and over	2,850	2,850

3. Each full-time employee will have the option of applying for supplemental life insurance coverage plus an equal amount of group accidental death and dismemberment coverage (to be paid by the employee) through payroll deduction as provided in the following schedule:

<b>Age</b>	<b>Maximum Supplemental Life Insurance</b>	<b>Maximum Supplemental AD &amp; D</b>
Under 65	\$40,000	\$40,000
65-69	26,400	26,400
70-74	16,600	16,600
75-79	11,400	11,400
80 and over	8,000	8,000

4. The supplemental life insurance will be available in increments equal to one-eighth (1/8) of the maximum amount available. Employees may elect the number of increments desired. The initial one-eighth (1/8) increment will not require medical underwriting provided that employees make application within thirty (30) calendar days of their date of employment. All amounts above this initial one-eighth (1/8) increment will require medical underwriting.

5. Upon an employee's termination from State service, the life insurance policy may be converted to an individual policy of life insurance at the appropriate rates.

6. Notwithstanding Subsection A above, BOR employees will continue to be covered under the provisions of the group life insurance programs currently in effect at BOR institutions.

### **Section 8 Disability Insurance**

The State agrees to continue the existing disability insurance programs within the various State departments and institutions for the duration of the Agreement. The State further agrees to continue to pay the entire cost for such disability insurance.

### **Section 9 School Year Employees**

The Employer shall contribute the Employer's share of the single and/or family coverage for all insurance plans during recesses in the academic year and/or summer for employees who are regularly employed on a school year basis for less than twelve (12) months out of a year.

## **Section 10 Sick Leave**

(Beginning July 1, 2000 Community Based Corrections' employees refer to Appendix S for Sick Leave information)

### **A. Accrual**

1. All permanent bargaining unit employees of the State shall accrue sick leave at the rate of one and a half (1-1/2) days for each full month of service. Sick leave shall not accrue during any absence without pay.

2. The Employer and the Union will strive to develop a program in which employees may, at their sole discretion, select additional benefit options in return for reducing their sick leave accrual.

*(Airport Firefighters see Appendix F-2)*

### **B. Utilization of Sick Leave**

1. Employees may use accrued sick leave for personal illness (both physical and mental), bodily injuries, medically related disabilities resulting from pregnancy and childbirth, or exposure to contagious disease: (a) which require the employee's confinement; or (b) which render the employee unable to perform assigned duties; or (c) where performance of assigned duties would jeopardize the employee's health or recovery.

The Appointing Authority may require a medical certificate or other appropriate verification for absences covered by this Section.

It is not the Employer's intent nor will the above language be construed in such a way as to constitute harassment of employees. This language is intended as a vehicle by which the Employer may scrutinize habitual sick leave usage or in those cases where sick leave abuse is suspected.

Employees will be permitted to use compensatory time off and/or annual leave in lieu of sick leave when they so request. When a holiday falls while an employee is on paid sick leave, the employee's sick leave account shall not be charged for the holiday period.

2. Where death occurs in the immediate family of the employee, accrued sick leave may be used, not to exceed three scheduled work days for each such occurrence.

Immediate family is defined as, and limited to, the employee's spouse, children, grandchildren, foster children, step children, legal wards, parents, grandparents, foster parents, stepparents, brothers, foster brothers, stepbrothers, sons-in-law, brothers-in-law, sisters, foster sisters, stepsisters, daughters-in-law, sisters-in-law, aunts, uncles, nieces, nephews, first cousins, corresponding relatives of the employee's spouse, and other persons who are members of the employee's household.

3. When an employee is a pallbearer or funeral attendant in a funeral service for someone who is not a member of the employee's immediate family (as defined in paragraph 2 above), accrued sick leave shall be used not to exceed one (1) working day for each such occurrence.

4. Employees may use accrued sick leave for personal medical or dental appointments which cannot be scheduled at times other than during working hours.

5. Employees may use accrued sick leave for care of and necessary attention to ill or injured members of the immediate family (as defined in paragraph 2 above). Use of sick leave for this purpose is limited to forty (40) hours (five [5] working days) per year.

6. Employees may use accrued sick leave during adoption. Such leave shall not exceed five (5) working days.

7. Sick leave shall not be used for any reasons not specifically set forth above.

C. Sick Leave Accounts

The accrued sick leave shall be placed in an employee's sick leave account.

D. Cancellation of Sick Leave

Separation from state service shall cancel all unused accumulated sick leave.

However, when an employee is laid off, any unused accumulated sick leave shall be restored, provided the employee is re-employed by any agency of the State within two (2) years.

E. Payment of Sick Leave Upon Retirement

Upon retirement, employees shall receive cash payment for accumulated, unused sick leave not to exceed a total of two thousand (\$2,000) dollars, payable during the pay period preceding the employee's retirement date.

F. Conversion Rights

1. All bargaining unit employees who have accumulated a minimum of thirty (30) days (240 hours) in their sick leave account and who do not use sick leave for a full calendar month may elect to have one-half day (4 hours) added to their accrued vacation account in lieu of adding one and one-half days (12 hours) to their accrued sick leave account.

2. In the case of eligible permanent part-time employees, such conversion rights shall be prorated at the rate of three to one (one hour of vacation for every three hours of earned sick leave).

3. Employees who have made an election pursuant to this subsection will be allowed to accumulate up to an additional twelve (12) days (96 hours) beyond twice their annual vacation and unscheduled holiday entitlement.

*(Community Corrections see Appendix S-6)*

## **Section 11 Paid Annual Leave of Absence (Vacation)**

A. The Employer agrees to provide employees with a formal annual paid leave of absence plan (vacation) as set forth below.

B. Employees shall begin earning annual leave on their first day in pay status. Employees are eligible for and shall be granted annual leave as follows:

1. Full-Time Employees

a. Annual leave shall be based on the date of hire and accrue at the rate of eighty (80) hours (10 days) each year for a full year of service during the first four (4) years of service; one hundred twenty (120) hours (15 days) each year for a full year of service during the next seven (7) years of service; one hundred sixty (160) hours (20 days) each year for a full year of service after eleven (11) years of service; one hundred seventy-six (176) hours (22 days) each year for a full year of service after nineteen (19) years of service; and two hundred (200) hours (25 days) each year for a full year of service after twenty-four (24) years of service.

b. Annual leave may be accumulated to twice the annual entitlement. If, on June 1st, an employee has a balance of one hundred sixty (160) or more hours of accrued annual leave, the Employer may, with the written approval of the employee, pay the employee for up to forty (40) hours of the accrued annual leave. This amount will be paid on a separate pay warrant on the pay day which represents the last pay period of the fiscal year. Decisions regarding these payments will be made by each department director and BOR institution president or superintendent. Eligibility for these payments is not subject to the grievance procedure provided in Article IV. An employee may, however, grieve whether or not such payments were made without the employee's approval.

## 2. School Year Employees

Employees who are regularly employed on a school year basis for less than twelve (12) months out of a year shall be granted pro rata annual leave consistent with paragraph 1-a above.

## 3. Permanent Part-Time Employees

Employees who are regularly employed for twenty (20) or more hours but less than forty (40) hours per week on a continuing basis shall be granted pro rata leave consistent with paragraph 1-a above.

*(Airport Firefighters see Appendix F-3)*

C. Annual leave shall not be earned for any period of absence without pay.

D. In scheduling vacation (annual leave), choice of time and amounts shall be governed by seniority as defined in Article V, provided employees submit their vacation requests at least sixty (60) calendar days prior to the requested time off. When vacation requests are not submitted sixty (60) days in advance, vacations will be granted on a first come-first served basis. Vacation requests will be answered within five (5) working days from the date of receipt unless such requests are submitted more than sixty (60) days in advance. If a denied request is for a full shift or more and the requested time later becomes available, the Employer will offer it, by seniority, to the employees who had requested such time off sixty (60) days in advance and had been denied. If local management and the local union/chapter have agreed to a vacation scheduling practice, this provision shall not supersede that practice. Once vacation periods have been scheduled, the Employer shall make no changes in employee vacation schedules except to meet emergencies. In the event the Employer finds it necessary to cancel a scheduled vacation, the affected employee may reschedule his/her vacation during the remainder of the calendar year or extend the scheduling of his/her vacation into the ensuing calendar year, as he/she desires, providing it does not affect other employees' vacation periods.

Every attempt will be made to grant employees vacation at the requested time. Grievances regarding the denial of vacation shall begin with the third step of the grievance procedure. The time frame at step 3 of the grievance procedure will be shortened from 75 days to 30 days. Any disputes resulting from scheduled vacation priorities will be resolved by the local union. If an employee is under the care of an attending physician while on his/her paid vacation, that portion of the paid vacation may be rescheduled upon satisfactory proof to the Employer of said care being provided.

## E. Catastrophic Illness Contributions

Employees may contribute accrued annual leave, compensatory leave or holiday leave time to benefit another State employee suffering from a catastrophic illness. Leave shall be donated in no less than one (1) hour increments. The contributing employee



must identify the specific amount of leave donated and the name of the recipient of the donated leave on forms provided by the Employer for this purpose. Leave donated to another State employee pursuant to this provision shall be irrevocably credited to the recipient's sick leave account.

## **Section 12 Holidays**

A. The Employer agrees to provide eleven (11) paid holidays per year. There shall be nine (9) scheduled holidays as set forth below and two (2) unscheduled holidays. Field staff personnel shall receive an additional four (4) unscheduled holidays. Unscheduled holidays shall be accrued on a pay period basis and added to the employee's accrued vacation account and shall be taken in accordance with the procedures set forth in Section 10 (Vacations) in this Article.

### **1. Scheduled Holidays:**

New Year's Day, January 1

Dr. Martin Luther King's Birthday, third Monday in January (or other holiday designated annually by the BOR for BOR employees)

Memorial Day, the last Monday in May

Independence Day, July 4

Labor Day, the first Monday in September

Veterans' Day, November 11 (or other holiday designated annually by the BOR for BOR employees)

Thanksgiving Day, the fourth Thursday in November

Friday after Thanksgiving

Christmas Day, December 25

2. Monday shall be recognized as a holiday for all holidays occurring on a Sunday and Friday for all holidays occurring on a Saturday for those employees on a Monday through Friday work week. For other than these employees, the holiday shall be deemed to fall on the day on which the holiday occurs.

(Airport Firefighters see Appendix F-4)

### **B. Holiday Pay**

When a holiday falls on an employee's regularly scheduled work day, the employee will receive holiday pay, equal to their regularly scheduled work day except that no full-time employee shall receive less than eight (8) hours.

When the holiday falls on a scheduled day off (rest day), the employee will receive eight (8) hours compensation which may be in cash or compensatory time at the employee's discretion.

When an employee is required to work on a holiday, the employee will receive holiday pay, equal to their regularly scheduled work day except that no full-time employee shall receive less than eight (8) hours. The holiday pay may be in cash or compensatory time at the employee's discretion.

When compensatory time off is to be granted, it shall be taken at the request of the employee with the approval of the appointing authority. Such time shall be paid to the employee if not used within the subsequent twelve (12) month period.

*(Department of Corrections see Appendix H-1)*

### **C. Holiday Premium Pay**

When an employee is required by the Employer to work a holiday listed in ~~44~~ 12(A) above, the Employer agrees to provide holiday premium pay at the rate of time and one-half (1-1/2) the employee's regular rate in addition to their normal holiday pay for all hours worked between the hours of 12:00 a.m. and 11:59 p.m. and for all hours worked on a regularly scheduled shift for which at least half of the scheduled hours fall on a holiday. At the discretion of the employee, such premium compensation shall be either in cash or compensatory time. However, in accordance with the Fair Labor Standards Act, the employee must receive cash payment for all hours worked on the holiday.

In the event compensatory time off is granted, it shall be scheduled at the request of the employee with the approval of the Employer. Such time shall be paid to the employee if not used by the end of the fiscal year.

*(Department of Corrections see Appendix H-1)*

D. Employees working a compressed work week will not have their schedule changed during a work week that includes a holiday. This shall not apply in those situations where the Employer provides written notice at the time the employee accepts a compressed work week that such schedule changes will occur during any work week that includes a holiday.

*(Department of Corrections see Appendix H-1)*

E. Notwithstanding the above, the Employer and individual employees may mutually agree to allow the employee to request cash payment after an election has previously been made to utilize compensatory time.

F. To be eligible for holiday pay, employees must be in pay status their last scheduled work day immediately before and their first scheduled work day immediately following each holiday.

G. Employees shall not be eligible for holiday pay during a layoff or any period of leave of absence without pay.

*(Department of Transportation see Appendix I-5)*

## **Section 13 Travel and Lodging**

### **A. Mileage**

The Employer agrees to reimburse any employee who is authorized and required to use his or her personal vehicle in the performance of the employee's work for the State at the rate of twenty-two cents (\$0.22) per mile or as set by statute, whichever is greater, beginning at the employee's office. When an employee attempts to obtain a state vehicle for approved business travel and one is not available for the employee's use, the employee will be reimbursed for the use of his or her personal vehicle at the rate of twenty-nine cents (\$0.29) per mile as provided in the Department of General Services policy.

The Employer and the employee may mutually agree to alternative arrangements to having the employee report to the office each day. However, an employee of the Department of Revenue & Finance or the Department of Human Services shall be reimbursed beginning at his or her point of departure unless he or she reports to the office. In that event, the office shall be considered the point of departure.

### **B. Lodging and Meals**

Employees shall be reimbursed for actual expenses incurred, not to exceed twenty-three dollars (\$23.00) per day for meals plus reasonable room expenses while in the

performance of their official duties. The Employer reserves the right to establish reasonable reporting procedures.

C. Out-of-state travel, meals, and lodging reimbursement will be in accordance with the existing Department of Revenue and Finance rules.

D. Advance Travel Request

When employees are required by the Employer to travel outside the state and the expenses are anticipated to exceed two hundred dollars (\$200), employees may request an advance travel allowance not to exceed eighty percent (80%) of the anticipated travel expense.

E. Permanent Travel Advance

Employees who are required as a condition of employment to travel within the state on a regular basis shall be eligible for a permanent travel allowance as follows:

1. Employees whose in-state travel expense has averaged between \$100.00 and \$150.00 per month for the preceding twelve (12) months shall receive a permanent travel allowance of \$100.00.
2. Employees whose in-state travel expense has averaged over \$150.00 per month for the preceding twelve (12) months shall receive a permanent travel allowance of \$150.00.
3. The advance travel allowance shall be deducted from the employee's last paycheck upon separation from State service. Additionally, the Employer reserves the right to regularly review an employee's monthly travel expenses and should the employee fail to meet the above requirements, the advance travel allowance shall be withdrawn and deducted from the employee's next paycheck.

*(Parking Fees for Community Corrections see Appendix S-10S-9)*

## **Section 14 Payday**

A. General government employees shall be paid on a bi-weekly basis.

Each employee may choose among the options currently provided by the employing unit for receiving paychecks. The Employer will take reasonable measures within its control to ensure that employees' paychecks are received in a timely fashion.

*(Department of General Services see Appendix L-1)*

B. BOR employees who are currently paid in equal monthly paychecks with no lag in pay shall continue to be paid in this manner. The number of regular work hours in the calendar year shall be multiplied by the hourly rate to calculate the annual salary. The annual salary shall be divided by twelve (12) to calculate the monthly paycheck. All other calculations with respect to employee's pay shall remain unchanged.

BOR employees who are currently paid semi-monthly will continue to be paid semi-monthly. All other calculations with respect to employee's pay shall remain unchanged.